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The purpose of these emails is to inform users of important updates or enhancements to the GEARS financial system and/or changes and reminders in reference to work processes. The emails are distributed to all people that have a GEARS user account. Upon receipt, please review the emails for any information that may be pertinent to your position and department. All previous GEARS update emails can be found on the courtnet GEARS site under the Archived Messages link.

FY2021 YEAR-END: Please continue to review the YE Memo and Checklist, which can be found on either the GEARS or DBF courtnet website, to ensure compliance with all due dates and other requirements. The below information contains only highlighted data.

Encumbrances – Please be sure that you have reviewed your open purchase orders from AY2021 (and earlier) and completed the encumbrance request form as needed. The form was due to DBF Tuesday, July 13.

Express PO's (XPO's) – Access to the Express PO page has been restored for users. The appropriation year of AY2022 should now default into the PO. XPO's for AY2021 should not be created at this point.

Journal Entries – Please ensure that all AY2021 journal entries have been approved and posted in GEARS.

Purchase Orders –

1. All dispatched AY2022 Purchase Orders have now been removed from hold. Users can now create receipts and vouchers using AY2022 PO's.
2. All remaining open AY2021 (and earlier) Purchase Orders have been placed on hold for encumbrance/accrual evaluation and the roll forward to AY2022 as applicable. Any POs encumbered or accrued should be available for use approximately the first week of August. Users will be notified when these POs are ready.
3. Users cannot create any receipts or vouchers associated with AY2021 (or earlier) PO's. Any remaining AY2021 (or earlier) purchase orders that are not encumbered (or accrued) will automatically be closed after the encumbrance process has been completed.

Revenue End of Month (EOM) Disbursements – Please be on the lookout for notification of the June interest from DBF. Once received, please process June EOM as soon as possible.

Revenue Refunds – AY2022 revenue refunds can now be processed. All AY2021 revenue refunds should be completed.

Vouchers – AY2022 vouchers and receipts can now be created, including those associated with AY2022 PO's. The accounting date should now default in as the current date.

If you should any questions about the above information or any other year-end requirement, please feel free to contact me or a member of DBF staff.

Thank you for your timely cooperation!



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